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DIVISION OF PUBLIC HEALTH

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DATE: March 2006

TO: FR/EMT applicants

FROM: EMS Section

SUBJECT: FR/EMT application information

Certificate/License Required to Practice

Certification or licensure as a pre-hospital emergency medical care provider is a privilege. It verifies that you have met minimal competencies and, if affiliated with an emergency medical service (EMS) provider, it authorizes you to provide medical care under medical direction. First responders (FR) are certified and emergency medical technicians (EMT) are licensed in the State of Wisconsin. It is your responsibility to complete the application process and to verify that you hold the appropriate certification/licensure with each EMS provider that you are practicing with prior to volunteering or working in the State of Wisconsin. Failure to obtain a certificate/license prior to beginning practice is a violation of Wisconsin law and may subject you (and your EMS provider) to disciplinary action. **National Registry of EMT registration is not your Wisconsin license and does not authorize you to practice.**

Medical Direction Required

First responders and EMTs are required to practice under the direction of an EMS medical director; therefore, you must apply for, and be issued, a valid certificate or license with each EMS provider you are affiliated with.

If you are not planning to practice with an EMS provider at this time, you must apply for a “non-affiliated” certificate/license in order to retain your ability to apply with a service in the future. You may not, however, practice any advanced skills under a non-affiliated certificate/license that require medical director authorization. **Advanced skills may only be performed under medical direction.**

Requirements to apply for a certificate/license

HFS 110-113, Wisconsin Administrative Code, set forth requirements for issuing each level of certification/licensure. For example, administrative code requires individuals to apply for an initial license within 24 months of completing the applicable EMT course or they will be required to retake the entire educational program for which they are applying. The EMS office may grant a waiver of these requirements under extenuating circumstances only, upon written request. The certificate/license expires on June 30th of every even numbered year. Your initial certification or license will be valid for the remainder of the current biennium. Thereafter, your license will be valid for 2 years. Your license must be renewed each biennium prior to the expiration date.

An individual applying for a certificate to act as a first responder or a license to act as an EMT in Wisconsin must comply with all of the following:

1. Apply on the current application form attached to this information. It is also available online at <http://dhfs.wisconsin.gov/forms/dph/dph07477.pdf>. If you are applying for affiliation with more than one EMS service, you must complete an application form for each service.
2. Applicant must be 18 years of age or older. A basic training permit may be issued to an applicant who is 17 years of age or older.
3. The application for an individual affiliated with a service provider must be signed by the service director and the service medical director. These signatures are not required on non-affiliated license applications.
4. All required information must be attached, i.e., driver license abstract and/or criminal history information (if applicable). An applicant submitting an incomplete application will receive a follow-up checklist. Incomplete applications will not be processed or returned and are kept on file for 6 months. After 6 months, a new, complete application must be submitted.
5. The applicant must not have an arrest or conviction record that substantially relates to performance of the duties as a FR/EMT.
6. Present documentation of successful completion of the applicable state-approved FR/EMT training program within the last 24 months. Training completed in Wisconsin is provided to us by the training center so you do not need to send a copy of your course completion. Applicants trained out of the state must submit proof of course completion and supporting documentation that their course meets Wisconsin's requirements.
7. Present documentation of successful completion of a department-approved written and practical skills examination taken after successful completion of the FR/EMT training.
8. Present documentation of current certification in cardiopulmonary resuscitation (CPR) after successfully completing a course for health care professionals approved by the department. (CPR certification must be maintained at all times for the FR certificate or EMT license to be valid.) Applicants for an EMT license at the Intermediate and Paramedic levels must also show proof of current Advanced Cardiac Life Support (ACLS) certification.

Failure to meet these requirements may result in your being disqualified for a certificate/license.

Please note that it is your responsibility to ensure that you have met all requirements for obtaining and renewing your certificate/license. Remember, you are not certified/licensed until you can verify a certificate/license has been issued to you. Please note that Wisconsin Administrative Code allows the EMS office 60 business days to issue a license but, since it rarely takes that long, contact our office if you do not hear from us within 4 weeks of submitting your application. Please do not call our office unless it has been more than 4 weeks since sending us your application as status checks significantly slow down our processing.

Requirements to Renew a Certificate/License

Certificates/licenses are valid for 2 years and expire on June 30th of every even numbered year. Renewal notices are mailed approximately 4 months prior to expiration. It is critical that you keep

your address and phone number current with our office as our mail is not forwarded by the post office, it is returned to us. **Failure to receive a renewal notice does not relieve your responsibility to renew and maintain a current certificate/license.** Once your certificate/license expires, you may no longer practice as a first responder or EMT until you renew your certificate/license. If you allow your license to be expired for more than 1 year, you will be required to retake and pass the state-approved written and practical exams prior to licensure.

To renew your certificate/license prior to the expiration date, you are required to do the following:

1. Complete an approved application.
2. Complete the required refresher course during the biennium for the level you are renewing.
3. Submit proof of current CPR and ACLS, if required.
4. Verify that you do not have a substantially related criminal offense or driver history. Felony and misdemeanor convictions and reportable traffic offenses received during the license period must be reported on your renewal application along with the requested court documentation.

Completing a refresher course does not automatically renew your license. You must submit all of the above information prior to the due date to maintain a current license. Once your license expires, you may no longer practice until you renew your license.

Name Changes

Since your certificate/license is a professional credential, name changes must be verified by sending us a copy of the legal document authorizing your name change, i.e., a copy of your marriage license, a copy of the page from your divorce decree authorizing your name change, a copy of a court order. Name change requests must be made in writing including your old and new names, current address, phone number and license number along with a copy of the legal document.

Current Address

It is your responsibility to keep your address current with the EMS office. Renewal notices and other important information will be sent to you at the address on file. EMS mail is not forwarded with a forwarding order through the post office. It is returned to our office.

Questions

For more specific information or technical assistance, contact the EMS office at (608) 266-1568.